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**Employer Name:** United States Postal Service

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| <b>Job Title</b>                        | <b>Location</b>   | <b>Salary</b> | <b>Job Type</b>     | <b>Close Date</b> |
|---|---|---------------|---------------------|-------------------|
| Sales & Services/Distribution Associate | Tulare, CA<br>Lemoore, CA<br>McFarland, CA<br>Tehachapi, CA<br>Ridgecrest, CA | \$14.60/hr.   | Part Time - Limited | 12/20/11          |
| Rural Carrier Associate                 | Crescent City, CA   | \$19.45/hr.   | Part Time-Limited   | 1/02/12           |
| Sales & Services/Distribution Associate | Gualala, CA   | \$14.60/hr.   | Part Time-Limited   | 1/02/12           |
| Sales & Services/Distribution Associate | Visalia, CA   | \$14.60/hr.   | Part Time-Limited   | 12/22/12          |
| Temporary Relief Carrier                | Napa, CA  | \$11.55/hr.   | Part Time-Limited   | 1/03/12           |
| Temporary Relief Carrier                | Pismo Beach, CA   | \$13.05/hr.   | Part Time-Limited   | 1/03/12           |
| Rural Carrier Associate                 | Sutter Creek, CA  | \$19.45/hr.   | Part Time-Limited   | 12/28/11          |
| Mail Processing Clerk                   | Goleta, CA  | \$14.60/hr.   | Part Time-Limited   | 12/23/11          |
| Temporary Relief Carrier                | Saint Helena, CA  | \$11.55/hr.   | Part Time-Limited   | 1/03/12           |
| Clerk                                   | Borrego Springs, CA   | \$14.60/hr.   | Part Time-Limited   | 12/23/11          |
| City Carrier                            | San Diego, CA   | \$22.15/hr.   | Part Time-Limited   | 12/23/11          |
| Temporary Relief Carrier                | Brentwood, CA   | \$11.55/hr.   | Part Time-Limited   | 1/03/12           |
| Sales & Services/Distribution Associate | Hayfork, CA   | \$14.60/hr.   | Part Time-Limited   | 12/31/11          |

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**Steps to locate entry-level positions:**

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**1-** Go to this site:

[https://wd2-portal.usps.gov/sap/bc/webdynpro/sap/hrrcf\\_a\\_unreg\\_job\\_search?sap-ep-themeroot=/SAP/PUBLIC/BC/UR/nw5/themes/usps\\_SMALL](https://wd2-portal.usps.gov/sap/bc/webdynpro/sap/hrrcf_a_unreg_job_search?sap-ep-themeroot=/SAP/PUBLIC/BC/UR/nw5/themes/usps_SMALL)

**2-** In the search fields for:

**a) Keyword:** Enter one of the job titles above or leave blank to search all jobs.

**b) City, Location** (state), **Zip Code.** You can narrow the search by selecting a location.

**c) Functional Area.** Fill in this section if you're interested in working in a specific field.

Leave blank if you don't know what specific field you're interested in to search all.

Hit "**Start**" to find results.

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**3-** On the screen, you should see a list of open positions in your selected criteria.

- If you see no results, there are no positions open at this time. You can expand your search to get more results by entering *less* information in the search fields. For example, start at step #1 and enter the city/state only and hit “start.”
- Click on the job title of the position you’re interested in. Job description pages will appear in a pop-up window. You must temporarily allow pop-ups to view job details (a yellow line will blink below the tabs (at top of page), click on this and allow pop-ups. The page should open.

**4-** Entry-level positions at USPS are: City Carrier, Rural Carrier, Mail Processing Clerk, Mail Handler, and Sales, Services, and Distribution Associates. CCC alumni may want to focus on these positions when searching for jobs.

- Almost all entry-level positions will require applicants to take a written exam.
  - At the moment, the majority of positions at the USPS are year-long contracts that can be renewed at the end of each term with added benefits if the position is still needed.
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